

State of Nevada IT Project Oversight Committee

Meeting Minutes for June 1, 2006

+ ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: June 1, 2006
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN		Todd Devito, DoIT AD&D
Kathy Ryan, DoIT	✓	Barbara Middleton, POU
Grant Reynolds, Admin	✓	Rajinder K. Rai-Nielson, SOS
Janet Pirozzi, DETR	✓	
Kathy Comba, DPS	✓	
George Trennin, DoIT	✓	
Tom Joseph, DMV	✓	

Minutes –

The minutes from the 05/4/06 meeting were reviewed and approved.

Agenda Items and Discussion

1.	Data Backup and Recovery Site Project (DRP): The project manager, Todd DeVito, presented an update to the committee. The scope of the project only provides near real time bidirectional redundant data storage for the DoIT Enterprise. A Las Vegas site has been selected which provides significant infrastructure and space to accommodate the needs of remote storage. The biggest challenge lies in the availability of network fiber which can handle the bandwidth necessary to enable the near real time bidirectional redundant data storage requirements. Once this capability has been arranged and contracted, the equipment associated with the redundant system will be set up in Carson City, unplugged, moved to Las Vegas, and plugged in to initiate data replication.
2.	SOS Statewide Voter Registration System (SVRS): The SVRS project manager, Rajinder Rai-Neilson, presented an update to the committee and indicated that SOS has implemented their contingency plan to work with counties to accommodate another workable system. This alternate system is now in maintenance mode. The counties are also working together to clean up their records to ensure greater data accuracy. Covansys, the SVRS vendor, will receive a termination letter and the new SOS will make future implementation decisions. Two key success factors in dealing with this challenge were (1) cultivating a good relationship with the Department of Justice to minimize negative fallout with the Feds (2) having a good interim contingency plan to put into place.
3.	Welfare Nevada Child Care System (NCCS) Project: The committee reviewed the monthly reports and did not express any concerns or issues; however, it noted that project activities would reinitiate June 8, 2006. The NCCS project manager has notified the POU that

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	requirements have been signed off and the project is now ready to go into Pre-Implementation.
4.	<p>Dept of Corrections Offender Tracking System project (NOTIS) (Pre-Implementation)</p> <p>The committee reviewed the monthly report and examined the completed Integrated Project Plan in its entirety. This month's Integrated Project Plan indicates 33% completion. The committee reviewed the work products and deliverables in progress and completed and noted that integrated project plan as been useful in driving and tracking the various plans and schedules to completion.</p>
5.	<p>Agriculture Weights & Measures Licensing and Payment project (Solicitation)</p> <p>The committee reviewed the monthly report and discussed that the Pre-Implementation Stage will be underway until November 2006. Barbara Middleton, the project manager, indicated that a notable achievement is that 95% of the joint State/Vendor plan is complete. The change management will commence after the Pre-Implementation stage.</p>
6.	<p>PUCN Electronic Filings and Records Management project (Implementation):</p> <p>The committee reviewed the monthly report and noted there continue to appear to be discrepancies in the project completion end dates due to the recalculation features of the IPR form. The committee noted that a revised form without embedded features would solve this problem. Otherwise, the project appears to be making good progress and there are no project concerns at this time.</p>
7	<p>Education Bighorn (SAIN) project:</p> <p>The committee obtained the monthly report and discussed the Department of Education's IT resources. George Trennin presented 3 tiers of resource concerns that affect the project and the Department of Education as a whole. The focus was on the interdependencies between project, program, and departmental resources and how they interacted with their vendors and the demands placed on the agency. George Trennin will continue to work with Shawn Franklin to help streamline some of these resource gaps.</p>
8.	<p>Taxation Unified Tax (Phase II) project:</p> <p>The committee reviewed the monthly report and for Phases II and III and did not have any questions at this time; however, the committee would like to review the Executive QA report for the project (due 07/10/06) once it is released to the project sponsor.</p>
9.	<p>DoIT Microwave project:</p> <p>The committee reviewed and noted that the Phase 3 report indicates 97% completion. Phase 4's challenges include non-linear expenses, milestones, seasonal fluctuations in work performed, and slow permitting processes of the Feds. After Phase 4, a "Lessons Learned" report would serve future project endeavors of this type.</p>
10.	<p>Wildlife Licensing project:</p> <p>The committee reviewed the monthly report and did not raise any concerns at this meeting.</p>
11.	<p>MHDS AIMS to AVATAR Upgrade project Phase 3:</p> <p>The committee reviewed the monthly report and had no questions.</p>

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12.	DCFS/DHHS AVATAR Project: The committee reviewed the monthly report and had no questions.
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Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	PROCESS IMPROVEMENTS: Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. The PSPs need to reflect these changes. Develop a template and guide for contingency plans. Reference guides need to be developed for the Project Closeout report and the Deliverables Payment Schedule.	GEORGE	Ongoing	
149.	03/02/06	Tax UTS project - the committee requests an IPR for Phase III and the integrated project plan be submitted for the April meeting.	George	In progress	

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

¹ *Action Item:* A commitment to complete an action or an assignment.

² *Decision:* Reaching a conclusion... particularly in response to a course of action.